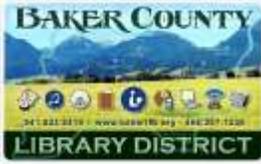


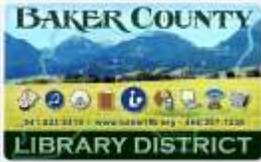
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Jan 8, 2018

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:00 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Kyra Rohner-Ingram, Della Steele, and Nellie Forrester, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager. Director Betty Palmer arrived at 6:12pm.</p>
Consent Agenda	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to either the agenda or the minutes. Steele made a motion to approve the Consent Agenda as presented; Forrester seconded; the motion passed unanimously.</p>
Conflicts or Potential Conflicts of Interest	<p>Dielman asked for any potential conflicts of interest. None stated.</p>
Open Forum for general public	<p>Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.</p>
REPORTS: Director	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Baker – Soffit/gutter project - the damaged soffit repairs are partially complete. The soffits will look unfinished until spring. The damaged panels have been repaired with DensShield panels. Adamson will be blowing in insulation in these spaces this week. After that the project will be on hold until spring when warmer weather is conducive for the finish “mud” work to cure properly. Adamson reports the project is projected at under budget.</p> <p>Grants – Ready-2-Read – The district received \$7,412 from this grant from the Oregon State Library. We had budgeted \$6,800.</p> <p>SDAO Safety & Security Grant – SDAO has approved this matching funds grant of \$5,000. The district will use the funds to add a minimum of two cameras at each branch for security. The equipment also enhance network cybersecurity so that district IT staff can manage branch networks from the main library.</p> <p>Public Services – The Baker City Herald printed an article on the library’s <i>historic photograph collection</i>. The article featured the town of Robinette, which was flooded when the Brownlee Dam was constructed.</p> <p>Washington Digital Project – Stokes and two staff met with representatives from the Oregon State Library and Washington State Library to discuss a pilot digital photograph program. The district has agreed to supply a batch of 1,000 photographs to be migrated into Washington Rural Heritage digital platform. They are looking at expanding the regional platform for Washington to allow participation from Oregon. The project is being funded by the Oregon State</p>



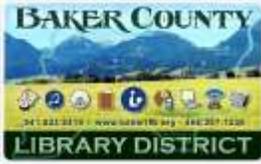
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	<p>Library. We are excited and honored to be selected for this project.</p> <p>Technology – new digital signage – the digital signage monitor at the front desk began to fail about 6 months or more ago, with the screen going partially dim. Technology staff have replaced the monitor and created their own digital display system using a Raspberry Pi device. The new system was inexpensive to set up. We have received many complements on the digital sign from the public.</p> <p>Meeting Room TV upgrade – We have replaced the two old CRT televisions in the meeting room with a new 48” flat screen smart TV. The new unit can do both functions as a audiovideo unit and Polycom videoconference device plus has the ability to display Internet content.</p> <p>Storytime Smart TV – We have installed a new 70” flat screen smart TV in the Storytime room to facilitate special content for children’s educational programs.</p> <p>In addition, Stokes said he received a call from MaryKay Dahlgreen that the Oregon State Library board will be holding their June meeting in Baker City and plan to honor Aletha Bonebrake for her service since it will be Aletha’s final meeting as OSL Board President.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures followed by report highlights.</p> <p>The General Fund received tax turnovers totaling \$75,953.27 in January. E-Rate reimbursements will be filed for the first 6-months of the fiscal year anticipating refunds of about \$2,900. We received the travel reimbursement from the Josephine County Library District for Hawes travel in December. In Personnel Services, expenditures are on target in total at 57% of budget. In Materials & Services, the Book Budget is 72% spent. Checks written in this category include a small Ingram purchase of books \$1,857.03, Grey House \$462.05 for reference books, Cengage Learning \$150 e-book subscription and City Directory \$320 for annual subscription for the Baker County directory. The Computer Maintenance line includes the Safety & Security Project expenses totaling \$2,538.74 to-date. This is a new line that has been added to track the project expenses for the SDAO matching grant of \$5,000. In Insurance, a check was written to Payne West for \$1,254 for annual boiler insurance. The liability insurance renews this month. The invoice will come this month and will be paid in February. Other notable checks include Guyer & Associates \$8,400 for audit services (budget \$8,573), Secretary of State for the audit filing fee \$250, Ed Staub & Sons \$913.88 for heating fuel for 2 branch libraries, and Nero Network/ University of Oregon \$477 for quarterly Internet service billed at the E-Rate discount rate. This vendor invoices USAC directly for these services valued at \$795/month.</p>



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	<p>Other Funds received Amazon book sales revenue of \$676.20 and wrote one check to Visa of \$137.89 for shipping costs.</p> <p>Sage Fund should have received funding from the courier grant. Hawes will inquire with Sage System Manager, Beth Longwell-Ross about the status on the reimbursement request and reports due. Personnel Services are on target at 57% spent. Expenses include checks written for courier services totaling \$1,680.91. The courier grant is now fully spent with \$3,208 now showing on the Sage Courier Expense line. One notable check was written to Library Technologies \$3,112.90 for record maintenance. This is an annual maintenance service for Sage System records.</p> <p>The checks were signed and check lists approved for three funds.</p>
<p>New Business: Bulletin Board Policy Revision</p>	<p>Stokes said the current policy was formatted more like signage rather than a policy document. The proposed revision updates the format to the District standard. The restrictions continue to disallow advertisements for commercial services or products and posting of partisan political materials. The intent for the space is a non-profit community events and information forum. The maximum time for materials to be on the board has been adjusted from 30-days to 60-days. Dielman asked if the policy is posted and if the person has to get the posting approved. Stokes said the policy is posted but often disregarded and pre-approval is not required. The policy allows the district to manage the space and establishes a legal basis to remove items that don't qualify. With no further discussion, Rohner-Ingram made a motion to approve the Bulletin Board Policy as presented; Forrester seconded; motion passed unanimous.</p>
<p>Edge Technology Assessment</p>	<p>Stokes said the Edge Assessment is a tool for evaluating technology materials and services. This District has participated in the survey three times so far, with the previous submission being in July 2015. With the latest evaluation, the district's score has gone down compared to 2015. There are three areas participants are scored in: Community Value, Engaging the Community, and Organizational Management. BCLD's lowest score is in community value, primarily because we don't currently offer group classes. In the past, BCLD has had a volunteer instructor but was unable to continue classes when that individual became unavailable. It also takes a lot of staff time. Classes have been held irregularly with very low attendance. Staff aim to survey the community to see if there is interest in training. In the other two categories, the district scores high compared to its peers. We excel in services provided to the community. We score above our peer group in this category. The next step is to go through and highlight specific goals to add to an action plan. Stokes feels it is a great tool for strategic planning and improving services.</p> <p>Palmer noticed that tech scored high but bandwidth is low. Stokes said that is</p>



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	<p>true in the branches. The Baker Library bandwidth is exceptional, likely the fastest publicly available Internet speed in the county, if not all of eastern Oregon. Stokes said that the comparison to “peer libraries” is somewhat inaccurate, since BCLD is in a unique position of being a rural library over 100 miles away from the nearest “metropolitan” area and with multiple branches. Stokes would like to see a “frontier” peer group category created to which BCLD could be compared.</p>
<p>SDAO Board Training Video</p>	<p>Stokes intended for the board to watch a video training for local officials. There are five sessions and he had hoped to complete them over two meetings. However, the new system had technical difficulty and wouldn’t load. The training was tabled.</p>
<p>Other new business</p>	<p>Discussion returned discussion to Budget Committee positions that will be open this year. Dielman suggested Stokes ask those remaining to find out who will be back. Steele suggested we advertise to see if we get interest in the open positions. It was suggested that the group bring the names of potential committee persons to the next meeting.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be February 12, 2018 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:44 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>